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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS**  
**SCHEDULE 6**  
**STUDENT ACTIVITIES RECORDS**

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**General Description:** Records generally relating to the operation of student activities programs, athletic events, clubs and organizations within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **SCHOOL YEARBOOKS** that are printed each year to record the highlights of the school year and document those students who attended each grade level.

Retention: Permanent

2. **STUDENT SCHOOL POLICY HANDBOOK** that inform and advise the student of the Board of Education rules and regulations and any specific school building requirements.

Retention: Until superceded

3. **STUDENT ORGANIZATION RECORDS** that serve the as the by-laws, election documentation and minutes of the organization. Some of these organizations are:

- National Honor Society
- Future Homemakers of America
- Future Farmers of America
- Future Business leaders of America
- Student Council and other school clubs

Retention: Until no longer needed by the organization

4. **ALUMNI LISTS** that identify the names of students who have graduated.

Retention: Until updated

5. **SCHOLARSHIP AWARDS** that document the students and scholarships that were awarded to them.

Retention: 5 years

6. **SCOREBOOKS (ATHLETICS)** that have recorded the game scores and statistics for various athletic events.

Retention: 5 years

7. **ATHLETIC EQUIPMENT INVENTORY** a summary of authorized uniforms, equipment and other athletic support items necessary for class instruction or interscholastic sports.

Retention: Until audited plus 2 years

8. **ATHLETIC AGREEMENTS BETWEEN SCHOOLS** provide for the specifics of when and where an athletic event will be played and who will provide for officiating and other contest requirements.

Retention: 2 years after expiration of the agreement

9. **ATHLETIC OFFICIALS CONTRACTS** these are independent game contracts that an official agrees to officiate on a specific day and time for a set fee. Most, if not all, are coordinated with the Colorado High School Activities Association.

Retention: 2 years

10. **ATHLETIC CONFERENCE REPORTS** may document the reporting required by the athletic conference, proposed game schedules and other procedural information.

Retention: 2 years or until no longer needed

11. **ATHLETIC ELIGIBILITY CERTIFICATES AND REPORTS** that verify the eligibility of students to participate in interscholastic events.

Retention: 1 year

12. **ATHLETIC EVENT SCHEDULES**, which identify the date, time, location and team being played.

Retention: 2 years

13. **PHYSICAL EDUCATION EXCUSES** that exempt a student from physical education classes or contests.

Retention: Until no longer needed

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